

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **SENIOR BUILDING MAINTENANCE WORKER**

DEPARTMENT: **FACILITIES**

BASIC FUNCTION:

Under general supervision, performs as lead worker to maintenance personnel; determines utilization of internal and external resources; perform carpentry, general construction and more difficult and specialized skilled work in the maintenance and repair of facilities as needed and acts on behalf of the Public Works Supervisor, Building Maintenance in his/her absence.

DISTINGUISHING CHARACTERISTICS:

A position in the Senior Building Maintenance Worker class is distinguished from the Building Maintenance Worker class in that the Senior coordinates the work of staff and is an advanced journey-level class. Incumbents in this class may act as lead workers to other Building Maintenance Workers but are primarily challenged with supervising, coordinating and utilizing internal and/or external department resources. Incumbents in this class may assign, coach, and correct the work of subordinates. Incumbents are limited to providing evaluative information and input to the Public Works Supervisor, Building Maintenance and perform a broad range of assignments.

KEY RESPONSIBILITIES:

Assign and coordinate daily work assignments.

Ensure assigned projects are coordinated with contractors as needed and contractor obligations are achieved on small projects.

Perform routine or complex facilities maintenance in the area of electrical and pneumatic systems, components and equipment, finish or installation plumbing fixtures; mechanical systems, cooling systems, welding, painting and protective finishes.

Coordinate, prepare and communicate the installation of furniture modules

Coordinate, prepare and communicate installation or repair of doors, windows, locks, or related hardware; flooring and/or roofing..

Ensure maintenance of appropriate records of supplies, materials, equipment, and time spent on repairs.

Determine material and labor requirements based upon the needs of the project.
Ensure the, purchase materials, equipment, and supplies necessary to complete a

maintenance or repair task According to established procedure.

Ensure the appropriate response to emergency maintenance or repair calls.

Notify immediate Public Works Supervisor, Building Maintenance of employee performance problems or appropriate contractor problems and issues.

Ensure that safe and proper work practices are observed by subordinates.

Operate City vehicles.

REPORTING RELATIONSHIPS:

This position reports to the Public Works Supervisor, Building Maintenance

DESIRABLE QUALIFICATIONS:

Knowledge of:

Use and care of standard hand and power tools and equipment used in building and facility maintenance repair and alterations and related safety factors.

Materials, tools, and methods used in general building and facility maintenance repair and alterations and related safety factors.

Proper methods, materials, tools and equipment used in the maintenance of buildings and facilities.

Design, construction, installation, repair and maintenance of buildings and facilities projects.

Plumbing, pipe fitting and mechanical devices used in water systems.

General principles of supervision and training.

Effective leadership methods.

Appropriate record keeping identified by the Building Maintenance Department.

General safety precautions and procedures.

Ability to:

Perform skilled maintenance and repair work.

Read and follow blueprints and engineering sketches.

Operate pneumatic and power equipment.

Instruct others in the proper, safe and efficient use of materials, tools, equipment and chemicals.

Train others in the performance of a variety of skilled and semi-skilled tasks in the maintenance and repair of buildings and facilities.

Understand pertinent procedures and functions quickly and apply them without immediate supervision.

Operate a vehicle, observing legal and defensive driving practices.

Assign, check, correct and participate fully in the work of subordinates.

Understand and carry out oral and written instructions.

Read, write and perform mathematical calculations at the level required for successful job performance.

Establish and maintain effective relationships with those contacted in the performance of responsibilities.

Assess short term utilization of department resources.

Assist, coordinate and/or meet with contractors and vendors on a consistent basis.

EXPERIENCE AND EDUCATION:

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is responsible journey-level experience performing building and facility maintenance repair and alterations. A typical way to obtain the knowledge and abilities would be:

Two years experience at or equivalent to the level of Building Maintenance Worker.

SPECIAL REQUIREMENTS:

Ability to obtain an appropriate California Driver's License. Ability to work flexible hours and weekends and serve on an emergency call list.

APPROVED ON; 11/2006